

## CONFIDENTIAL

23 JUL 1976

MEMORANDUM FOR: Director of Training

FROM : [REDACTED]  
Course Chairman

25X1A

SUBJECT : Course Report: Preparing for  
Overseas Assignment, 19-21 July 1976

1. The three-day Preparing for Overseas Assignment (POA) No. 6-76 was conducted 19-21 July for 17 students. Phase I--Administrative, Cover, Medical, Legal, and Cultural Differences that affect employees serving abroad--was held in Room 1A-07, Headquarters, on 19-20 July. Because of the small number of students in the course going overseas [REDACTED]

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[REDACTED] was conducted on a tutorial basis in the Chamber of Commerce Building on 21 July. The overseas assignments of the class are [REDACTED]

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[REDACTED] The content of the course was similar to previous runnings, and the stated objectives were achieved. The Special Overseas Orientation course followed on 22-23 July at Headquarters.

a. Student Participation: All of the course sessions had students asking many questions. The two sessions with the highest level of questioning were the presentations by the Office of General Counsel, with numerous queries on taxes and leases, and by the Cover and Commercial Staff. There were no major deviations in student participation from established patterns.

b. Student Concerns: Many questions were raised by the class on the subject of Cover. Student concerns, as in the past, were related to the administrative problems and inconsistencies that many felt have long existed in the Agency's cover system. A few officers, for example, explained that they had recently returned

[REDACTED]  
Staff, stated that they were aware of the many problems

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and that these have been under study for quite sometime. They also discussed the recent changes agreed to by the Agency [REDACTED]

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c. Course Objectives: The class members were provided with a course evaluation for each of the two phases which included a numerical scale to determine how well in the student's estimation the course met its objectives. On a scale of 1 to 7 (7 being the highest), the average for the class for Phase I was 5.5, and for Phase II it was 6. Student evaluations gave the highest ratings to Joan Wilson, Foreign Service Institute, on "Living in a New Culture" in Phase I and to [REDACTED] OTR, for his tutorial on [REDACTED]

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[REDACTED] The lowest ratings were for the presentations by the Central Processing Branch and the Benefits and Services Division.

d. Observations: There is some duplication of subjects and speakers between this course and the Special Overseas Orientation course (S00). Some of the students had previously attended the S00 and had heard some of the same presentations. Others were scheduled to attend the next running of the S00 which followed on Thursday and Friday. Also, some of the students were scheduled to depart for their new assignments within two weeks, and therefore, the coverage on topics of packing and shipping household goods along with other topics was too late for them.

e. Results of Changes: For the first time, POA and S00 were scheduled back-to-back and held at Headquarters. Scheduling the courses back-to-back is more convenient for the students in that they have one full week of training rather than three days here and another two days several weeks or a month later. However, it does not solve, but rather increases the problem of duplication previously mentioned.

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f. Problems: The topics of "Life Overseas Today," "Benefits and Services While Living Abroad," "Cover," and "Mental and Physical Health" are covered in both the POA and the S00. The Office of Medical Services, the Office of Personnel, the Office of Training and the [REDACTED] Staff all provide speakers, in many instances the same speaker, for both courses. The POA is designed for employees going overseas for the first time, and the S00 is designed for all employees scheduled

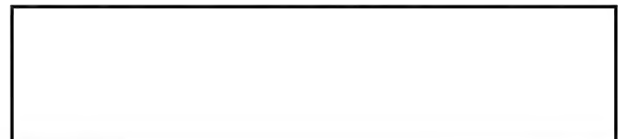
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for an overseas assignment, resulting in a larger number who need to take the SOO. This further complicates the scheduling and topics for coverage between the two courses.

g. Contemplated Changes: A meeting will be held by the Chief, Intelligence and Midcareer Branch, with the chairman of the Special Overseas Orientation course to eliminate wherever possible the duplication in subjects covered and in speakers used and to coordinate future runnings of the courses.

h. Data: Class enrollment in Phase I was 17, including two dependent wives and one dependent husband. Of the 14 staff members, 9 came from the DDO: EA - 3, EUR - 2, AF - 2, LA - 1, and ISG - 1. In addition, three officers were from the Office of Technical Service, one from the Office of Security, and one from the Office of Political Research. Phase II had an enrollment of four. The course participants ranged in age from 23 to 43 with an average age of 30.7; the grades ranged from GS-04 to GS-13 with an average grade of 8.3; length of Agency service was 3 months to 26 years and averaged 6.5 years.



Attachments:

- 1 - Student Roster
- 2 - Course Schedule
- 3 - End-of-Course Data

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Approved For Release 2002/11/04 : CIA-RDP79-01590A000300110001-1

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OFFICE OF TRAINING  
INTELLIGENCE INSTITUTE

PREPARING FOR OVERSEAS ASSIGNMENT

NO. 6-76

19, 20, and 21 JULY 1976

ROOM 1A-07  
HEADQUARTERS

COURSE CHAIRMAN:

[REDACTED]

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Room 921  
Chamber of Commerce  
Extension [REDACTED]

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TRAINING ASSISTANT:

[REDACTED]

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Room 921  
Chamber of Commerce  
Extension [REDACTED]

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[REDACTED]

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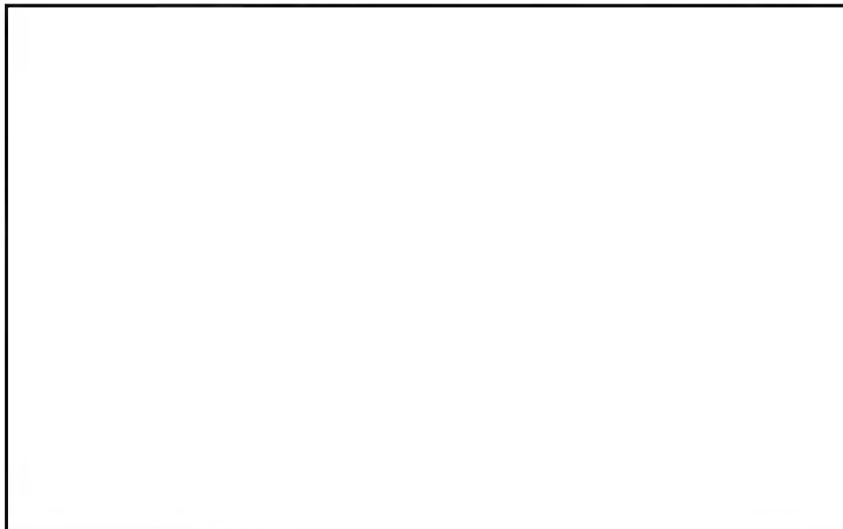
COURSE OBJECTIVES

PHASE I: Overseas Service for CIA

Participants are expected to:

- (1) learn about the administrative, cover, medical and legal factors that affect CIA employees serving abroad; and
- (2) increase their ability to cope with cultural differences that may be encountered in host countries.

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Preparing for Overseas Assignment No. 6-76

PHASE I

Monday, 19 July

0830-0845      Registration

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0845-0900      Introduction To The Course

[redacted]  
Office of Training

Following a brief explanation of the course objectives and schedule, participants will introduce themselves to the class. Of particular interest is previous overseas experience and current destinations.

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0900-1000      Life Overseas

[redacted]  
Deputy for  
Operations Training

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[redacted] who has served eighteen years in the field, will reflect on how life overseas has changed since he joined CIA in 1951. He will draw from his own experiences in suggesting some of the advantages and limitations you may encounter in your new assignments.

1015-1045      Reading: Transplanting Your Household

This afternoon's panel discussion on moving to an overseas assignment will be based on this article. You are encouraged to prepare for the question-and-answer exchange.

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~~1045-1145~~      Legal Responsibilities

0900-1000

*Tues, 20 July*

[redacted]  
Office of  
General Counsel

An Agency lawyer will review the legal documents, including the will, power of attorney, insurance policies, etc., that you should have in hand prior to your departure. He will also alert you to the responsibilities, such as federal and state tax returns, that you will have during your tour.

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Monday, 19 July (Continued)

1145

Lunch

1300-1400

Good Health--Your First  
Priority

Office of  
Medical Services

An experienced overseas officer will suggest how you can best insure good mental and physical health, and attempt to set some old myths straight.

1415-1515

Living in a New Culture

Joan Wilson  
Foreign Service  
Institute,  
Department of  
State

Culture shock is a very real phenomenon. It involves the impact of unforeseen problems besetting us when moving from one cultural environment to another. Our speaker will suggest some of the more difficult areas of adjustment, and indicate ways in which we can better prepare ourselves for living and working abroad.

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1530-1630

Transplanting Your  
Household

A panel of experienced travelers recently back from overseas will offer useful advice on moving to a foreign country. You are encouraged to ask questions.

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Tuesday, 20 July

0830-0900 Readings: "A Guide to Self-Taught Skills  
in Cross-Cultural Communication"  
"Culture Shock and the Problem of  
Adjustment to New Cultural Environments"  
"Characteristics of American Culture"

~~0900-1000~~  
1045-1145  
Monday, 19 July

Central Processing

[Redacted]  
Chief, Central  
Processing Branch

*Bob  
Evols*

The speaker will review the organization  
and functions of the various components  
of the Central Processing Branch and  
discuss how each assists you in your  
overseas processing. [Redacted] welcomes  
your personal questions--if he does not  
know the answer, he will try to direct  
you to someone who does.

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1015-1130

Overseas Benefits and  
Services

[Redacted]  
Benefits and  
Services Division

*Bob  
Evols*

The benefits and services, including  
Federal Employees Life Insurance and  
Federal Compensation, that you can  
expect to have while living abroad will  
be reviewed.

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1130

Lunch

1300-1400

Cover--Why and How?

[Redacted]

*Bob  
Evols*

The function and rationale of working  
and living under cover will be explained.  
During this session, we will divide into  
two groups--based on your specific cover  
assignment--in order that your individual  
questions can be answered in greater depth.

1415-1630

Film: James Bostain--A Cross-Cultural  
Commentary

A scientific linguist, Foreign Service  
Institute, Department of State, will discuss  
the peculiarities of the American culture  
vis-a-vis contrasting verbal and non-verbal  
communication, and social ethics and values.

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